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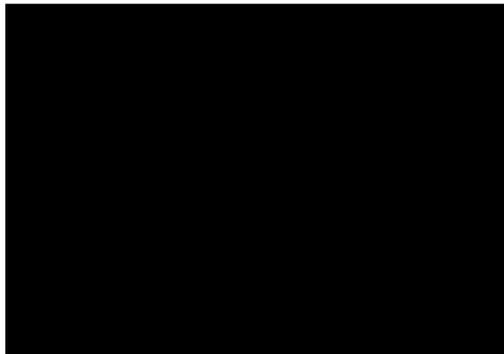
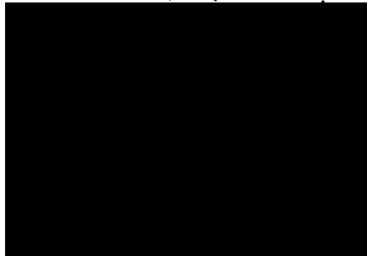
MEET-5
OTR Staff
meeting

M I N U T E S
OTR STAFF MEETING
9 Mar 54

Document No. 449
NO CHANGE in Class.
 DECLASSIFIED
Class. CHANGED TO: TS S (C)
DPA Memo, 4 Apr 77
Auth: DPA REG. 77/1783
Date: 7 Feb 78 By: ORU

Attendance:

Mr. Baird, D/TR



25X1A

25X1A

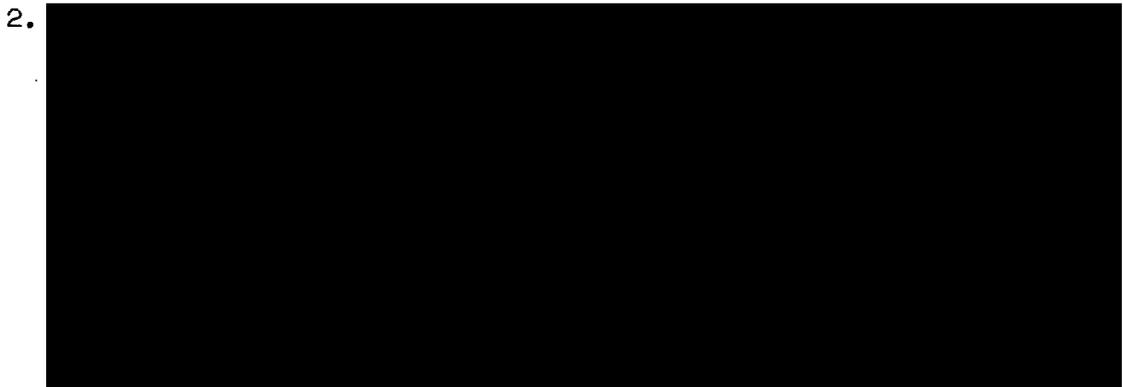
25X1A

1. Mr. Baird opened the meeting by making a presentation of a Superior Accomplishment Award to [REDACTED]. Following his presentation Mr. Baird also commended [REDACTED] for taking the initiative in recommending [REDACTED] for Agency recognition.

25X1A

25X1A

25X1C



3. Mr. Baird stated that the services of Mr. [REDACTED] have been requested by Mr. Murphy, Under Secretary of State, for a six-week period in order to assist in the development of reorganizational plans now under consideration.

25X1A

25X1A

4. Mr. Baird requested [REDACTED] to express his appreciation to Mr. [REDACTED] for the very thorough and competent job done by Mr. [REDACTED] briefing of junior officer trainees prior to their enrollment in Phase II.

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25X1A

5. Mr. Baird made reference to the fact that [REDACTED] has recently been invited to do a life over television.

6. Mr. Baird discussed the final report of the Human Resources Program and requested AC/PRS to draft a memorandum to the OTR participants in the Program requesting their comments or suggestions on methods and procedures which would improve OTR management.

25X1A

7. Mr. Baird and [REDACTED] both commented on telephone procedures in the Office of Training and directed that secretaries be used to the fullest extent in taking incoming messages and suggested that as a courtesy, where possible, messages be relayed to officers in OTR as well as other components of the Agency through the secretaries.

25X1A

8. [REDACTED] presented a general summary of the functions, problems and future plans of the Specialized Training Division.

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WB

PROPOSED AGENDA

~~TRAINING OFFICERS MEETING~~

OTR STAFF MEETING

~~XXXXXXXXXXXXXXXXXX~~

Tues - 9 Mar

25X1A

1. [REDACTED] Incentive Award - 1400
2. Final Report, OTR Human Resources Program?

25X1A

3. Course Credit for Instructors [REDACTED]
4. Plan Tour for new TLO's - 29-30 Mar

25X1A

5. [REDACTED] - Discussion functions Admin Staff
6. [REDACTED] Discussion of Functions and Responsibilities of the Specialized Trg Div and some of the problems encountered

25X1A

Telephon messages by secretaries to boxes

[REDACTED]